



BHD

MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

Tips and Tricks



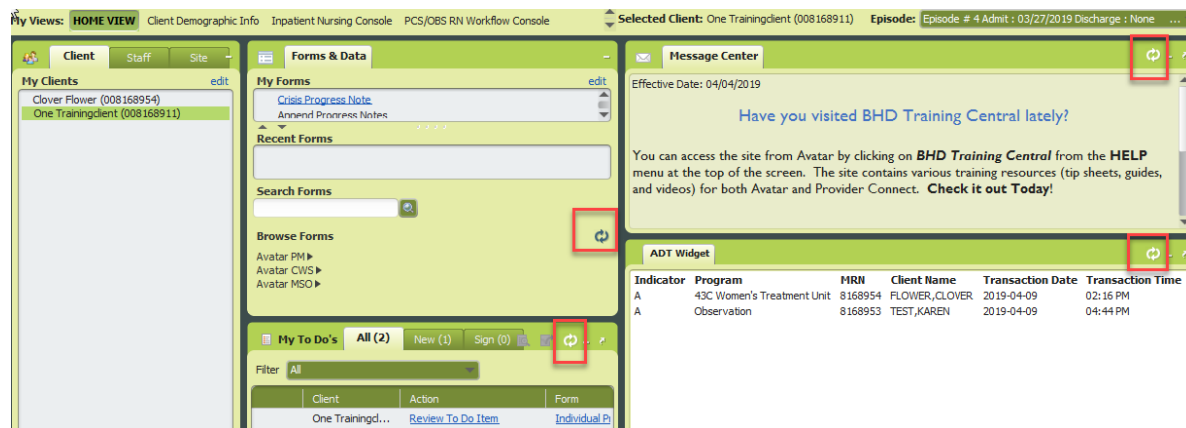
Don't Stress, Refresh!



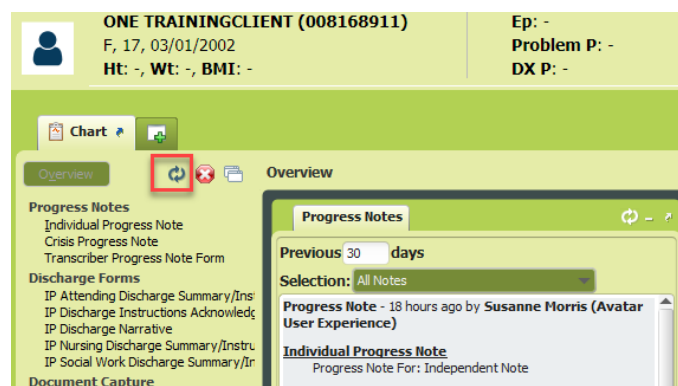
It's important to know why, where, and when to refresh Avatar for optimal results.

The myAvatar application is made up of a series of widgets, consoles, and custom views based on a user's role. As users move in and out of various consoles/views/widgets, information and data populate real-time while completing forms to enter data, orders, or notes. However, the data may not be visible to users until the consoles/views/widgets are refreshed. Here are some important points to remember.

1. Most widgets and consoles have refresh buttons; generally they are located in the upper right. It's important to refresh these when moving from console to chart view to home view etc., to display updated data.

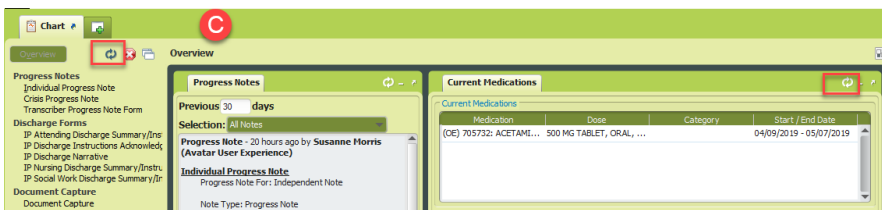
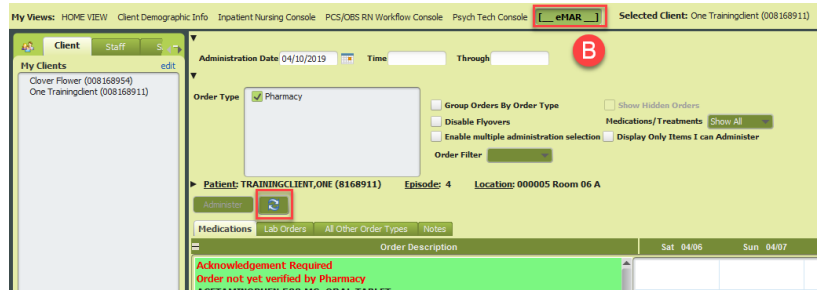
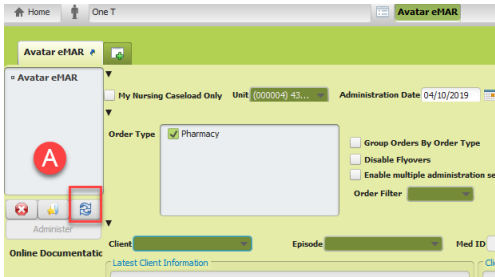


2. Forms/consoles/widgets that remain open do not auto-refresh. When reviewing a client's chart, for instance, if you've filed data in a form (or saved a form in draft) Chart View needs to be refreshed to show the data is complete in the form.



3. Orders entered via the Client Profile Physician Orders Form or the Order Entry Console are displayed in various places once filed. Remember to **refresh** in the:

- A. eMAR Form
- B. eMAR Console
- C. Chart View



4. Lastly, when verifying your orders, always refresh the eMar Form, eMAR Console, Forms, and Chart View before you re-enter an order. This is a necessary step to avoid frustration and double-entry of orders. If you access the 'Display Order List...' after filing an order in client Profile/Physician Orders (CPPO) to verify that orders have been filed correctly, you need to close and refresh the form before opening the 'Display Order List'. After closing the form, from Home View:

- A. Click refresh in the Forms & Data Widget.
- B. Select your client and reopen the CPPO Form. You can now use the 'Display Order List...' button to verify your orders.

